



RQ- PURCHASE REQUISITION PROCESSING

ISAP-RQ

PURPOSE:	The Purchase Requisition Process course will introduce the student to the RQ module of SAP and how to execute system tasks in the related business process.
LEARNING OUTCOMES:	Upon completion of this course, employees will be able to: <ul style="list-style-type: none">• Create Requisitions
CONTENT:	The course focuses on the purchase requisition creation and approval process for the procurement of goods and services and how to execute these tasks using SAP.
METHODS:	Hands-on computer training following selected lecture/discussion topics and SAP task demonstrations. Post-exercise assessments are conducted to ensure conceptual and task mastery.
LENGTH:	4 hours
AUDIENCE:	Purchase Requisition Creator
PREREQUISITES:	SAP Navigation Course
CEU CREDITS:	Not offered for this course